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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Records Inventory

STAT FROM		EXTENSION	NO. OSO-1425-83
STAT	DDS&T/OSO		DATE 12 October 1983

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. OIS/RMD 1236 Ames Bldg.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

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OSO-1425-83

12 October 1983

MEMORANDUM FOR: Chief, Records Management Division, OIS

STAT FROM: [redacted]
Records Management Officer, OSO

STAT SUBJECT: Annual Records Inventory [redacted]

Attached is the Annual Report of Records Holdings (Form

STAT 3581) for the Office of SIGINT Operations, DDS&T. [redacted]

STAT [redacted]

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: OIS/RMD/RSB
1236 Ames Building

FROM: (Directorate and Office)
DDS&T/OSO

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			3234	3234
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			147	14.7
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			69	69
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			814	814
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 2761	÷ 7 =	395
	Audio Tapes	----	÷ 20 =	----
	Video Tapes	----	÷ 7 =	----
	Disc Packs	66	÷ 2 =	33
	Word Processing Magnetic Tapes	----	÷ 72 =	----
	Word Processing Magnetic Cards		---- ÷ 6 =	----
	Magnetic Diskettes 5¼"		535 ÷ 5 =	107
	Magnetic Diskettes 8"		---- ÷ 2 =	----
	Paper Tapes (on reels)	----	÷ 72 =	----
6. MICROFORM RECORDS	Reels — NUMBER (16mm) 895	NUMBER (35mm)	16mm ÷ 84 =	10.7
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche 210		÷ 6 =	35.00
7. TOTAL VOLUME ON HAND (1 through 6)				4712.4
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				4290.38
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	422.02
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				1780

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

12 Oct 83
DATE

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO:

FROM: (Directorate and Office) DDS&T

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				29,293.75
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				1,412.17
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				12,586.25
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				25,954.35
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 26,378.9	÷ 7 =	3,768.41
	Audio Tapes	324	÷ 20 =	16.20
	Video Tapes	2,358.3	÷ 7 =	336.90
	Disc Packs	300	÷ 2 =	150.00
	Word Processing Magnetic Tapes	72	÷ 72 =	1.00
	Word Processing Magnetic Cards		25.8 ÷ 6 =	4.30
	Magnetic Diskettes 5¼"		590 ÷ 5 =	118.00
	Magnetic Diskettes 8"		225.4 ÷ 2 =	112.70
	Paper Tapes (on reels)	18.7	÷ 72 =	.26
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 11,639.88 / NUMBER (35mm) 3,338.82	16mm ÷ 84 = / 35mm ÷ 54 =	138.57 / 61.83
	Aperture Cards		346.02 ÷ 6 =	57.67
	Microfiche		1537.32 ÷ 6 =	256.22
7. TOTAL VOLUME ON HAND (1 through 6)				74,268.58
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				70,424.68
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	3,843.9
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				77,896.03

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

11/20/83
DATE

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO:

FROM: (Directorate and Office) DDS&T

1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET 29,293.75
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				1412.17
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				12 586.25
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				25 954.35
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 26,378.9	÷ 7 =	3768.41
	Audio Tapes	324.	÷ 20 =	16.2
	Video Tapes	2358.3	÷ 7 =	336.9
	Disc Packs	300	÷ 2 =	150.0
	Word Processing Magnetic Tapes	72	÷ 72 =	1.0
	Word Processing Magnetic Cards		25.8 ÷ 6 =	4.3
	Magnetic Diskettes 5¼"		590 ÷ 5 =	118.0
	Magnetic Diskettes 8"		2254 ÷ 2 =	112.7
	Paper Tapes (on reels)		÷ 72 =	.26
6. MICROFORM RECORDS	Reels — NUMBER (16mm) 11,639.88	NUMBER (35mm) 3,338.82	16mm ÷ 84 =	138.57
			35mm ÷ 54 =	61.83
	Aperture Cards		346.02 ÷ 6 =	57.67
	Microfiche		1537.32 ÷ 6 =	256.22
7. TOTAL VOLUME ON HAND (1 through 6)				74,268.58
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				70,424.68
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	3,843.9
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				77,896.03

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

DATE

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: RECORDS SYSTEMS BRANCH/OIS/DDA

FROM: (Directorate and Office) DDS&T/FBIS/RMO

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				1,250
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				53
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				172
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				10,609
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	33
	Disc Packs		÷ 2 =	2
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	11
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm): 1700	NUMBER (35mm): 1,273	16mm ÷ 84 =	30
			35mm ÷ 54 =	24
	Aperture Cards		÷ 6 =	
	Microfiche: 420		÷ 6 =	7
7. TOTAL VOLUME ON HAND (1 through 6)				12,196
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				11,936
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	260
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				832

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

21 Oct 83
DATE

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Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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STAT

ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: OIS/RSB

FROM: DDS&T *(Directorate and Office)*

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				6604
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				246
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				2947
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				5805
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 15796	÷ 7 =	2256
	Audio Tapes	20	÷ 20 =	1
	Video Tapes	1763	÷ 7 =	252
	Disc Packs	40	÷ 2 =	20
	Word Processing Magnetic Tapes	34	÷ 72 =	1
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		68 ÷ 2 =	34
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm) 1020	NUMBER (35mm)	16mm ÷ 84 =	65
			35mm ÷ 54 =	
	Aperture Cards		112 ÷ 6 =	19
	Microfiche		319 ÷ 6 =	54
7. TOTAL VOLUME ON HAND (1 through 6)				18304
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				16605
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	1699
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				1150

STAT

19 Oct 83
DATE

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INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: Records Systems Branch, RMD/OIS/DDA

FROM: (Directorate and Office) O/DDS&T 6E45 HQS

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				344.0
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				~~345.0~~
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				12.0
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				55.0
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	0
	Audio Tapes		÷ 20 =	0
	Video Tapes		÷ 7 =	1.0
	Disc Packs		÷ 2 =	1.0
	Word Processing Magnetic Tapes		÷ 72 =	0
	Word Processing Magnetic Cards		÷ 6 =	0
	Magnetic Diskettes 5¼"		÷ 5 =	0
	Magnetic Diskettes 8"		÷ 2 =	7.5
	Paper Tapes (on reels)		÷ 72 =	0
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	0
			35mm ÷ 54 =	0
	Aperture Cards		÷ 6 =	0
	Microfiche		÷ 6 =	0
7. TOTAL VOLUME ON HAND (1 through 6)				425.5
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				426.5
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	~~1.5~~ 1.0
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				42.0

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

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14OCT83
DATE

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INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

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TO: DDS&T/RMO

FROM: (Directorate and Office) DDS&T/NPIC

				LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.					13,460.05
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					1,002.47
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					8,684.25
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					5,541.55
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 6585	÷ 7 =	940.71
	Audio Tapes		24	÷ 20 =	1.20
	Video Tapes		301	÷ 7 =	43.00
	Disc Packs		174	÷ 2 =	87
	Word Processing Magnetic Tapes		146	÷ 72 =	2.03
	Word Processing Magnetic Cards			÷ 6 =	
	Magnetic Diskettes 5¼"			÷ 5 =	
	Magnetic Diskettes 8"			134 ÷ 2 =	67.00
	Paper Tapes (on reels)			÷ 72 =	.26
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 1249	NUMBER (35mm) 1989	16mm ÷ 84 =	14.87
				35mm ÷ 54 =	36.83
	Aperture Cards			232 ÷ 6 =	38.67
	Microfiche			563.5 ÷ 6 =	93.92
7. TOTAL VOLUME ON HAND (1 through 6)					30,013.81
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					28,151.80
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE / DECREASE	1,862.01
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					71,623.03

STAT

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3 Nov 83
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INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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